

**TOIYABE INDIAN HEALTH PROJECT, INC.**  
**PAIUTE PROFESSIONAL BUILDING**  
**52 TU SU LANE**  
**BISHOP, CA 93514**

**POSITION DESCRIPTION**

**POSITION:** Associate Director

**WORK STATION:** Bishop

**SALARY RANGE:** TSS 12

**SUPERVISOR:** Executive Director

**SUPERVISES:** None

**EXEMPT**

**POSITION SUMMARY:** Second in the chain-of-command after the Executive Director. Will assume overall duties and responsibilities of that position in his/her absence.

**QUALIFICATIONS:**

1. Minimum of two years college or equivalent experience in health program management and a minimal supervision of three persons.
2. Knowledge of proposal writing, office and administrative procedures and able to communicate well.
3. Familiar with the aims and objectives of Toiyabe and express a genuine enthusiasm for its success.
4. Ability to work well with the Indian people.
5. Must have a valid drivers license, insurable with company insurance and able to travel to meetings.
6. Must have the ability to multi-task and work well under pressure.
7. CPR certified or certified within three months of hire.
8. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
9. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

**DUTIES & RESPONSIBILITIES:**

1. Coordination
  - a. Coordinates activities of Toiyabe Board Planning Committee.
  - b. Submit proposals for primary and secondary health care grants and contracts to various federal, county, state and city governments.
2. Standard Duties
  - a. Research and update the Strategic Plan.
  - b. Collection, compilation, analysis and presentation of health data/health planning material to staff, Board and overall communities.
  - c. Design all Toiyabe sponsored surveys and questionnaires.
  - d. Work with related health organizations as a liaison.
  - e. Prepare narrative and statistical monthly reports for the Executive Director.
  - f. Perform the above duties and responsibilities while maintaining a professional appearance and attitude.
  - g. Perform other job-related duties as assigned by the Executive Director.